

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

OFFICE ADMINISTRATOR V - 29995

Monthly Salary Range: \$2437 - \$4282

Option 1 – General
Option MC1 – Manual Communication (General)
Option SS1 – Spanish Speaking (General)
Option 2 – Typing
Option MC2 – Manual Communication (Typing)
Option SS2 – Spanish Speaking (Typing)
Option 3 – Dictation
Option MC3 – Manual Communication (Dictation)
Option SS3 – Spanish Speaking (Dictation)
Select options of your choice.

General duties: An Office Administrator V supervises a small to moderate staff engaged in performing complex, specialized paraprofessional/technical functions in support of an agency's programs/operations while serving as a designated lead worker to other office support staff, or serving as a microcomputer applications technical coordinator; or, supervises a large staff of subordinates engaged in complex, specialized paraprofessional or technical functions requiring substantial initiative, originality, responsibility and technical knowledge and comprehension of agency programs and/or applications; or supervises, through a subordinate Office Administrator III, an extremely large staff of subordinates engaged in a variety of difficult and responsible clerical filing, information and assistance, typing, record processing, secretarial and general office support functions requiring some independent judgement. In all instances, exercises full line supervisory authority and responsibility; assigns work to employees, reviews work product, prepares, conducts and signs employee performance evaluations, adjusts grievances, and effectively recommends and imposes disciplinary action.

Knowledges tested: Office practices and procedures; Public contact; Records management; Supervision; Advanced supervisory techniques.

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EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

4-16-89 (MC-03) Salary 12-2-05, TX 6-3-02, Counties Updated 4-29-02

Desirable training and experience: Completion of two years of secretarial/business college and three years of office experience; or completion of high school and five years of Office Assistant experience; or five years of independent business experience; or equivalent training and experience.

Test and Weights: Automated multiple-choice test 100%. The final examination grade will be based on the results of the automated multiple-choice test. However, for Option 2, MC2, SS2, 3, MC3 and SS3 the candidate must demonstrate ability to type from copy at a minimum net rate of 30 words per minute. Option 3, MC3 and SS3 also requires that the candidate demonstrate ability to take dictation at 80 words per minute.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Equipment for Performance test: Typing and dictation tests are available in the Champaign, Chicago, Marion, Rockford and Springfield test centers. Candidates desiring to use stenotype machines for the dictation test are required to furnish their own stenotype machines.

Length of eligibility: One year.

Option MC – Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit this ability will result in disqualification for this option.

Option SS--Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which Option 1 positions are established: Cook, Madison, Sangamon.

Counties in which Option 2 positions are established: Cook, Sangamon.

Counties in which Option 3 positions are established: Sangamon.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.